

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

FEBRUARY 8, 1991

SUBJECT: FUGITIVE WARRANT SECTION - ESTABLISHED

PURPOSE: This Order establishes Fugitive Warrant Section (FWS) within Detective Support Division. Fugitive Warrant Section has been created as part of a proactive strategy to meet the Department's due diligence responsibilities and for the investigation and service of all felony and misdemeanor municipal court warrants on cases where the Department is the filing agency. However, FWS involvement in warrant service and due diligence should be viewed as supplementary and not as relieving assigned detectives of the responsibility for the investigation of cases. Assigned detectives have the responsibility of investigative follow-up for the purpose of making an arrest and shall continue their investigation until all reasonable investigative leads are exhausted. Detective-initiated arrests will continue to be monitored and considered in determining the effectiveness of detective operations.

Detectives may assume the responsibility for warrant service or due diligence for a specific warrant. In such cases, detectives shall contact the Officer-in-Charge, FWS, immediately to prevent duplication of effort and ensure officer safety. The importance of notifying FWS in these instances cannot be overemphasized.

This Order also revises the duties of the Complaint Officer, Detective Headquarters Division, and assigns Investigative Analysis Section, Operations-Headquarters Bureau, the responsibility for approving or denying requests made by outside agencies for the inclusion of wanted suspect information in Los Angeles Police Bulletins.

PROCEDURE:

I. FUGITIVE WARRANT SECTION - RESPONSIBILITIES. Fugitive Warrant Section (FWS) shall be responsible for:

- * Investigating and serving all felony and misdemeanor municipal court warrants when LAPD is the filing agency.
- * Releasing arrestees, evidence, and related reports to concerned federal agents in all violations of federal law.
- * Providing prebooking advice to officers concerning arrests of out-of-State fugitives and out-of-State juvenile subjects wanted for crimes.
- * Updating the Countywide Warrant System (CWS) on all FWS due diligence efforts.
- * Coordinating and transporting out-of-County warrant arrestees.
- * Coordinating the prosecution of individuals wanted on LAPD warrants who are located in foreign countries.
- * Coordinating the service of all LAPD warrants by outside agencies.

- * Coordinating the extradition of persons arrested out-of-State on LAPD warrants.
- * Arranging for the release of persons booked on foreign warrants to agents of the jurisdiction issuing the warrants.
- * Coordinating the extradition of persons arrested in Los Angeles who are wanted by out-of-State agencies.

II. RESPONSIBILITY FOR SERVICE OF WARRANTS - REVISED.

California Adult Misdemeanor Warrants. Fugitive Warrant Section shall be responsible for ensuring that a systematic continuing effort is expended to apprehend California adult high-grade misdemeanor warrant suspects.

Local Felony Warrants. Fugitive Warrant Section shall have primary responsibility for the service of adult felony warrants (4/725.09).

Felony Bench Warrants. Notwithstanding the legal responsibility of the Los Angeles County Marshal to serve felony bench warrants, FWS shall have primary responsibility for the service of felony bench warrants issued in a municipal court as a result of an LAPD case.

Foreign Felony and Out-of-State Misdemeanor Warrants. Fugitive Warrant Section shall have primary responsibility for the service of foreign adult felony and out-of-State adult misdemeanor warrants.

NOTE: Fugitive Warrant Section shall acknowledge receipt of a warrant to the requesting agency within 10 days of receipt of correspondence regarding wanted persons.

III. DUE DILIGENCE INVESTIGATIVE RESPONSIBILITY - REVISED.

When a felony arrest warrant is obtained, FWS shall be responsible for making a systematic, continuing effort to apprehend the suspect. If concerned geographic Area detectives or investigating officers assigned to other Department entities wish to maintain responsibility for a specific warrant, they shall contact the Officer-in-Charge, FWS, and advise of such. This will prevent duplication of efforts and ensure officer safety. The officer attempting service of the warrant shall be responsible for updating CWS on those due diligence efforts.

Investigating officers assigned the responsibility of a particular case shall not relinquish responsibility for the investigation of that case. However, such investigating officers will not have the primary responsibility for the service of the warrant.

FEBRUARY 8, 1991

NOTE: The fact that FWS is responsible for the primary exercise of due diligence efforts does not relieve other Department officers from their duty to arrest warrant suspects as soon as possible.

IV. INVESTIGATOR'S FINAL REPORT COMPLETION RESPONSIBILITIES - REVISED.

Fugitive Warrant Section Arrestees. Fugitive Warrant Section officers shall complete the Investigator's Final Report, Form 5.10, upon taking warrant suspects into custody. If the arrest occurs during normal duty hours, an attempt shall be made to contact the concerned detective(s) for interviewing and Form 5.10 completion.

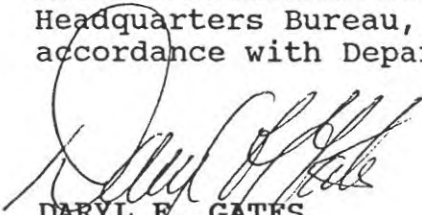
Fugitive Warrant Section officers may, in appropriate circumstances, admonish arrestees and attempt to obtain statements at the time of arrest unless the assigned detectives have indicated otherwise. Additionally, FWS officers shall perform appropriate follow-up investigations, within a reasonable distance and time frame, when circumstances demand immediate action.

V. RESPONSIBILITY FOR APPROVING/DENYING POLICE BULLETINS - TRANSFERRED. Fugitive Section is no longer responsible for the approval or denial of requests by other law enforcement agencies for inclusion of wanted suspect information in Police Bulletins. This function is now the responsibility of Investigative Analysis Section.

VI. COMPLAINT OFFICER, DETECTIVE HEADQUARTERS DIVISION, DUTIES - REVISED. When a misdemeanor complaint or warrant is sought on a suspect not in custody, the complaint officer shall deliver the complaint to the appropriate filing deputy from the City Attorney's Office.

AMENDMENTS: This Order amends Sections 2/620.01, 2/620.31, 2/820.21, 2/1040.23, 2/1043.01, 2/1043.08, 2/1043.30, 2/1043.31, 2/1043.33, 4/722.20, 4/725.09, 4/725.20, 4/725.48, 4/725.54, and 4/775.20 of; and deletes Sections 4/725.15 and 4/725.44 from; the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

FEBRUARY 22, 1991

SUBJECT: BAIL DEVIATION PROCEDURES

PURPOSE: Pretrial Services Division, Los Angeles Superior Court, has been reorganized in order to effectively comply with court ordered mandates resulting from the Youngblood v. Gates lawsuit. This Order revises the procedures to be followed when a request for deviation from the established felony bail schedule is initiated.

PROCEDURE:

I. REQUESTS FOR DEVIATION IN FELONY BAIL BY DEPARTMENT EMPLOYEES.

A. Detective - Responsibilities. When a request for a deviation in bail is appropriate during normal court hours, the concerned detective shall:

- * Complete a Request and Declaration for Deviation from Felony Bail Schedule, Form 6.14, requesting a deviation in felony bail;
- * Contact the appropriate on-duty Superior Court judge/commissioner with the request;

Note: The on-duty Superior Court Commissioner should be contacted when practicable. Detective Headquarters Division (DHD) can be contacted for the name and number of the Superior Court Commissioners.

- * Upon approval/denial, place the name of the judge/commissioner in the "Judge" box on the Form 6.14;
- * Notify the watch commander of the concerned jail facility of the revised bail amount; and
- * File the Form 6.14 with the division file copy of the Arrest Report.

During noncourt hours the concerned detective shall follow the applicable procedures outlined under "Watch Commander Detective Headquarters Division - Responsibilities".

B. Watch Commander, Detective Headquarters Division - Responsibilities. When a request for an increase/decrease in bail is received from an officer during noncourt hours or when the concerned detective is unavailable, the watch commander, DHD, shall:

During Normal Court Hours:

- * Complete an original and one copy of the Form 6.14, requesting an increase/decrease in felony bail;
- * Contact the appropriate on-duty judge/commissioner with the request;

Note: The on-duty Superior Court Commissioner should be contacted when practicable.

- * Upon approval/denial, place the name of the judge/commissioner in the "Judge" box of the Form 6.14;
- * Notify the watch commander of the concerned jail facility and the requesting officer of the revised bail amount;
- * Forward the original Form 6.14 to the concerned detective for filing with the division file copy of the Arrest Report; and
- * Retain one copy of the Form 6.14.

During Noncourt Hours:

- * Complete an original and one copy of the Form 6.14;
- * Telephonically contact the Bail Deviation Unit, Pretrial Services Division of the Superior Court, to request an increase/decrease in felony bail;
- * Notify the watch commander of the concerned jail facility and the requesting officer of the revised bail amount;
- * Retain the copy of the Form 6.14; and
- * Forward the original Form 6.14 to the concerned detective for filing with the division file copy of the Arrest Report.

When a request for an increase/decrease in bail is handled by the Bail Deviation Unit and has been acted upon by a judge or commissioner, the Bail Deviation Unit will teletype the court order to the jail where the arrestee is being held and forward a copy of the teletype to DHD.

After noting the bail amount and writing the applicable DR/booking number on the teletype, the watch commander of the concerned jail facility shall ensure that the teletype is forwarded to the concerned detective division.

Exception: When the Bail Deviation Unit is closed, bail deviations shall be requested through the District Attorney's (DA's) Command Post. When the request has been acted upon by a judge/commissioner, the DA's Command Post will notify DHD of the bail amount. Detective Headquarters Division shall then notify the watch commander of the concerned jail facility of the bail amount.

Note: When bail deviation is requested through the DA's Command Post, the officer requesting the deviation will not routinely be notified. The officer will need to contact the watch commander of the concerned jail facility for the results of the bail deviation request.

An arrestee can be prevented from posting bail for a maximum of eight hours from the time of booking pending the issuance of an order changing the amount of bail.

II. PRISONER INITIATED BAIL REDUCTION PROCEDURES - REVISED. Prisoners requesting a bail reduction or own recognizance (OR) release will contact Pretrial Services Division, Superior Court, with their request. When the concerned Area watch commander or detective is notified by Pretrial Services Division that a prisoner is seeking a bail reduction or OR release, the watch commander or detective shall:

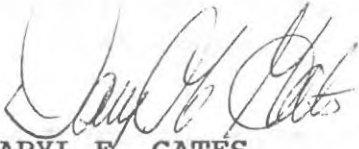
- * Conduct a prompt inquiry into the circumstances of the arrest to determine if the Department is opposed to bail reduction or OR release;
- * Make a recommendation to the Pretrial Services Division; and
- * Ensure the request is documented in the watch commander's log, including the name and booking number of the arrestee; the name of the requesting person from Pretrial Services; and the watch commander's or detective's recommendation.

Note: Watch commanders shall not permit a bail reduction or OR release without proper confirmation (preferably a teletype) from the Pretrial Services Division.

AMENDMENTS: This Order amends Sections 4/680.35 and 4/680.45 of the Department Manual.

FEBRUARY 22, 1991

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

MARCH 8, 1991

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

- I. **CHEMICAL ANALYSIS OF NARCOTICS WHEN NO ARRESTEE IS IN CUSTODY.** Currently, no procedure exists to ensure the integrity of evidence when a large quantity (over 1000 grams net weight) of a controlled substance, such as cocaine, heroin, or methamphetamine, is booked and no arrestee is in custody. This Order establishes a system of controls for ensuring chemical analysis of a large quantity of a controlled substance when no arrestee is in custody.
 - A. **Booking Officer - Responsibilities.** When booking a large quantity of a controlled substance (over 1000 grams net weight) into evidence and no arrestee is in custody, the booking officer shall request an extra copy of the Property Report, Form 10.01, to be sent to Narcotics Group. Booking officers shall also write "Conduct a Chemical Analysis - Over 1000 Grams" in the "Special Instructions to Analyst" box of the Analyzed Evidence - Narcotics Envelope, Form 12.51.3.
 - B. **Supervisor/Watch Commander - Responsibilities.** The supervisor or watch commander reviewing the Property Report, Form 10.01, shall verify that the "Extra Copy To" box is checked and a copy is directed to Narcotics Group, prior to approving the report, when a large quantity of a controlled substance is seized and no arrestee is in custody.
 - C. **Narcotics Group - Responsibilities.** Upon receiving a Property Report, Form 10.01, indicating a large quantity of a controlled substance (over 1000 grams net weight) has been booked into evidence and no arrestee is in custody, Narcotics Group shall:
 - * Ensure that the evidence and a completed Analyzed Evidence Report, Form 12.20, is delivered to Scientific Investigation Division (SID) for analysis within 30 days of booking;
 - * Request SID forward a completed copy of the Analyzed Evidence Report, Form 12.20, to Narcotics Group; and
 - * Update the control file for the related evidence.

MARCH 8, 1991

- D. **Scientific Investigation Division - Responsibilities.**
In cases when no arrestee is in custody, SID shall conduct a chemical analysis of large quantities of controlled substances (over 1000 grams net weight) booked into evidence within 30 days of SID's receipt of the evidence. A completed copy of the Analyzed Evidence Report, Form 12.20, shall be forwarded to Narcotics Group.

AMENDMENT: This Order adds Section 4/540.71 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officers of the Bureau of Special Investigation, Support Services Bureau, and Fiscal Support Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **VIEWING AND DISPOSITION OF PROPERTY BY DETECTIVES - REVISED.** Viewing of booked property by a detective within a five-day period has been changed from mandatory to optional; however, the viewing is a valuable part of a detective's investigation. The requirements for detectives to inspect booked property within five days, and complete and forward a Property Disposition Request, Form 10.06, to Property Division within 30 days are cancelled. The procedures for completing the Property Disposition Request, Form 10.06, are revised.
- A. **Investigation of Property Reports - General - Revised.**
It shall be the responsibility of the concerned detective commanding officer to determine the guidelines for the viewing of property as necessary to maintain the quality of investigations. When detectives are assigned the responsibility for conducting the investigation of a case which involves booked property, they shall:
- * Upon viewing booked property, cause their name to be entered on the Property Card, Form 10.07.2, maintained by the concerned property officer; and
 - * Complete a Follow-up Report, Form 3.14, when an item has a serial number, monogram, or other identifiable characteristic which was not described on the related property report.

MARCH 8, 1991

- B. **Completion of Property Disposition Request, Form 10.06 - Revised.** Prior to submitting the Investigator's Final Report, Form 5.10, to the concerned detective supervisor for adult arrestees, or the Arrest Report, Form 5.2, for juvenile arrestees, a Form 10.06 containing all appropriate information known by the detective, including disposition instructions (i.e., "Dispose," "Release," or "Hold Until"), shall be attached to the Form 5.10 or the Form 5.2.

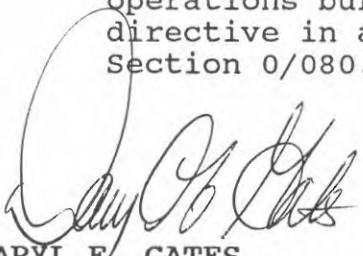
Note: In instances when the completion of a Form 5.10 or Form 5.2 is inappropriate, a Form 10.06 will be issued to the employee responsible for disposition of the property by Property Division.

In the event of multiple arrests, evidence shall be held until it is no longer needed for prosecution in a related case.

When the Form 5.10 or the Form 5.2 has been approved by the concerned detective supervisor, the Form 10.06 shall be forwarded to the Area/specialized division Property Disposition Coordinator who shall forward it to the appropriate property room.

AMENDMENTS: This Order amends Sections 4/218.75, 4/775.20, and 4/790.10 of; and adds Section 4/790.12 to; the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officers of Fiscal Support Bureau, Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

APRIL 5, 1991

SUBJECT: COMPLETION OF CITATIONS - REVISED

PURPOSE: The Los Angeles County Municipal Court recently implemented an optical disk system to process personal service citations. This system produces a digital image of the court copy of each citation. This Order revises procedures for completing citations in accordance with the limitations of the optical disk system.

PROCEDURE:

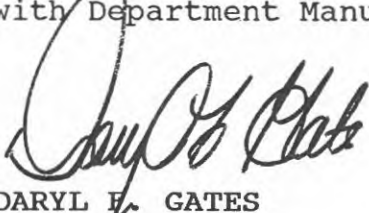
- I. **COMPLETING CITATIONS - REVISED.** When issuing a traffic citation or Citation Continuation (4/320.12), the citing employee shall use a medium black ball point pen. The optical disk system, used to process citations, will only reproduce that which is written with a medium black ball point pen.

Note: Special care shall be given to the portion of the citation bearing the citation number, to prevent that portion from being marked, torn, folded, or otherwise mutilated.

- II. **ERRORS OR OMISSIONS ON CITATIONS OR CITATION CONTINUATIONS.** When an error is made and noted and the violator's copy is still available, the citing employee shall correct the error by drawing a single line through the error and legibly printing the correct information as near as possible to the error. "Violator's copy corrected", followed by the concerned employee's initials, shall be written at the bottom of the original citation.

AMENDMENTS: This Order amends Sections 4/320.10 and 4/320.80 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL E. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

APRIL 26, 1991

SUBJECT: TOTAL CASE CONCEPT - REVISED FOLLOW-UP INVESTIGATION AND RELATED PROPERTY DISPOSITION PROCEDURES

PURPOSE: Based on the results of an exhaustive three-year study, the Department has developed a total case concept to expedite the disposition of booked property. The investigating unit having responsibility for the filing of a booking charge shall also be responsible for filing any additional charges for which prima facie evidence exists. However, if another Department entity is better suited to handle the follow-up investigation and subsequent disposition of property, that responsibility may be transferred after mutual agreement. This Order delineates the related follow-up investigation responsibilities and evidence disposition procedures.

PROCEDURE:

- I. **BOOKING EVIDENCE AND NON-EVIDENCE - REVISED.** In addition to current procedures delineated regarding the booking of evidence and non-evidence, the employee booking property shall, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee shall notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

Note: Booking employees shall continue to check all firearms against the Automated Firearms System (4/540.30) and attach a copy of the printout to the appropriate report.

- II. **DISPOSITION AUTHORIZATION - REVISED.** Authorization for property disposition (release, sale by auction, destruction, or Department use) may be given only by the booking officer, investigating officer, or Property Disposition Coordinator (PDC). Authorization shall be effected by forwarding a completed Property Disposition Request, Form 10.06, or property release teletype to the appropriate property room. Authorization may be given in the narrative of the Property Report, Form 10.01.

Exception: Property Division employees may authorize the disposition of unclaimed property.

Employees responsible for authorizing the disposition of property shall cause the immediate release of an arrestee's property when the employees become aware that:

- * The arrestee is released from custody and no charges are filed, or
- * The property is no longer required for investigation or prosecution, or
- * There is no legal basis to justify holding the property.

Note: When the property is not released, the arrestee should be advised of the reason for retention and, if appropriate, the procedures required to obtain the property. Property shall be released only to the person authorized on a Property Disposition Request or property release teletype.

III. CHARGE-BASED EVIDENCE DISPOSITION. The following procedures shall be adhered to when conducting follow-up investigations and disposing of evidence booked in connection with investigations and arrests.

A. INVESTIGATIONS AND ARRESTS BY INVESTIGATIVE PERSONNEL - REVISED. Investigating officers who book evidence as a result of an arrest, investigation, or for any other reason shall be responsible for the follow-up investigation and disposition of that evidence.

The investigative officer shall confer with any other Department entity handling a case involving the booked property to determine responsibility for disposition of the property. If no other entity is handling a case involving the booked property, the investigative officer shall confer with the Department entity having sufficient expertise to determine if that entity will assume the responsibility for the follow-up investigation and disposition of property.

Note: The concerned investigative officer shall continue to be responsible for obtaining an approved Court Order for Search Warrant Property, Form 10.18, prior to authorizing disposition of evidence seized pursuant to a search warrant (4/565.20).

B. FELONY INVESTIGATIONS AND ARRESTS BY UNIFORMED OR NON-INVESTIGATIVE PERSONNEL - REVISED. The responsibility for the follow-up investigation and authorization of evidence disposition is determined by the booking charge. Reports shall be distributed to any division handling a case which involves the booked evidence.

Follow-up investigation and evidence disposition responsibilities for felony cases are as follows:

APRIL 26, 1991

Adults or Juveniles Booked on a Felony Non-Narcotics Charge: The follow-up investigation and disposition of all evidence in all cases for which an adult or juvenile arrestee was booked on a felony non-narcotics charge (except those cases handled by traffic or specialized detective divisions or any other Department entity responsible for follow-up investigation of felony crimes) shall be the responsibility of the concerned geographic detective division. If the arrest involves additional narcotics charges, the concerned geographic detective division shall also file related narcotics charges.

Adults Booked on a Felony Narcotics Charge: The follow-up investigation and disposition of all evidence for which an adult arrestee was booked on a felony narcotics charge shall be the responsibility of Narcotics Group. Narcotics Group shall also file non-narcotics charges for which prima facie evidence exists in the arrest report.

Note: Prior to filing non-narcotics charges, Narcotics Group detectives shall contact each detective division which is currently handling a case involving the booked property or which may be interested in developing a case involving the booked property. If no other entity is handling a case involving the booked property, the investigative officer shall confer with the Department entity having sufficient expertise to determine if that entity will assume the responsibility for the follow-up investigation and disposition of property.

Juveniles Booked on a Felony Narcotics Charge: The follow-up investigation and disposition of all evidence for which a juvenile arrestee was booked on a felony narcotics charge shall be the responsibility of Juvenile Division. Juvenile Division shall also file non-narcotics charges for which prima facie evidence exists in the arrest report.

Note: Prior to filing non-narcotics charges, Juvenile Division detectives shall confer with the concerned detective division.

Adults and Juveniles Booked Together on a Felony Narcotics Charge: The follow-up investigation and disposition of all evidence in cases involving adults and juveniles arrested together shall be handled per mutual agreement between Narcotics Group and Juvenile Division.

- C. **MISDEMEANOR INVESTIGATIONS AND ARRESTS BY UNIFORMED OR NON-INVESTIGATIVE PERSONNEL - REVISED.** Authorization for the disposition of evidence for misdemeanor cases,

APRIL 26, 1991

including felony cases filed as misdemeanors, shall be the responsibility of the concerned PDC.

Note: The Narcotics Group PDC shall be responsible for 11550 H&S (Being Under the Influence of Controlled Substances) misdemeanor evidence. The Juvenile Division PDC shall be responsible for juvenile misdemeanor narcotics arrests and child abuse-related evidence for assigned cases.

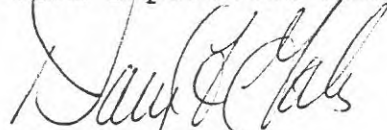
- D. TRANSFER OF INVESTIGATIVE RESPONSIBILITIES.** When the follow-up investigation is outside the investigative officer's area of expertise, the responsibility for the follow-up investigation may be transferred. The commanding officer of the original investigative officer shall confer with the commanding officer of the entity having expertise regarding the transfer of responsibility for follow-up investigation and subsequent property disposition.

When the responsibility for the follow-up investigation and disposition of property is transferred from one division to another, the commanding officer of the transferring division shall ensure that a Follow-up Investigation, Form 3.14, is completed. One copy of the Form 3.14 shall be kept in the concerned case package at the original division, one copy shall be forwarded to the receiving division, and one copy shall be forwarded to the property room where the evidence is stored.

If the entity with expertise elects not to conduct the follow-up investigation, the originator shall complete an Investigator's Case Progress Log, Form 1.44, documenting such, including the declining officer's name, serial number, and unit of assignment. The original entity shall then maintain responsibility for the follow-up investigation and property disposition.

AMENDMENTS: This Order amends Sections 4/510.10, 4/550.10, 4/550.12, 4/604.50, and 4/490.25 of, and adds Section 4/790.05 to, the Department Manual.

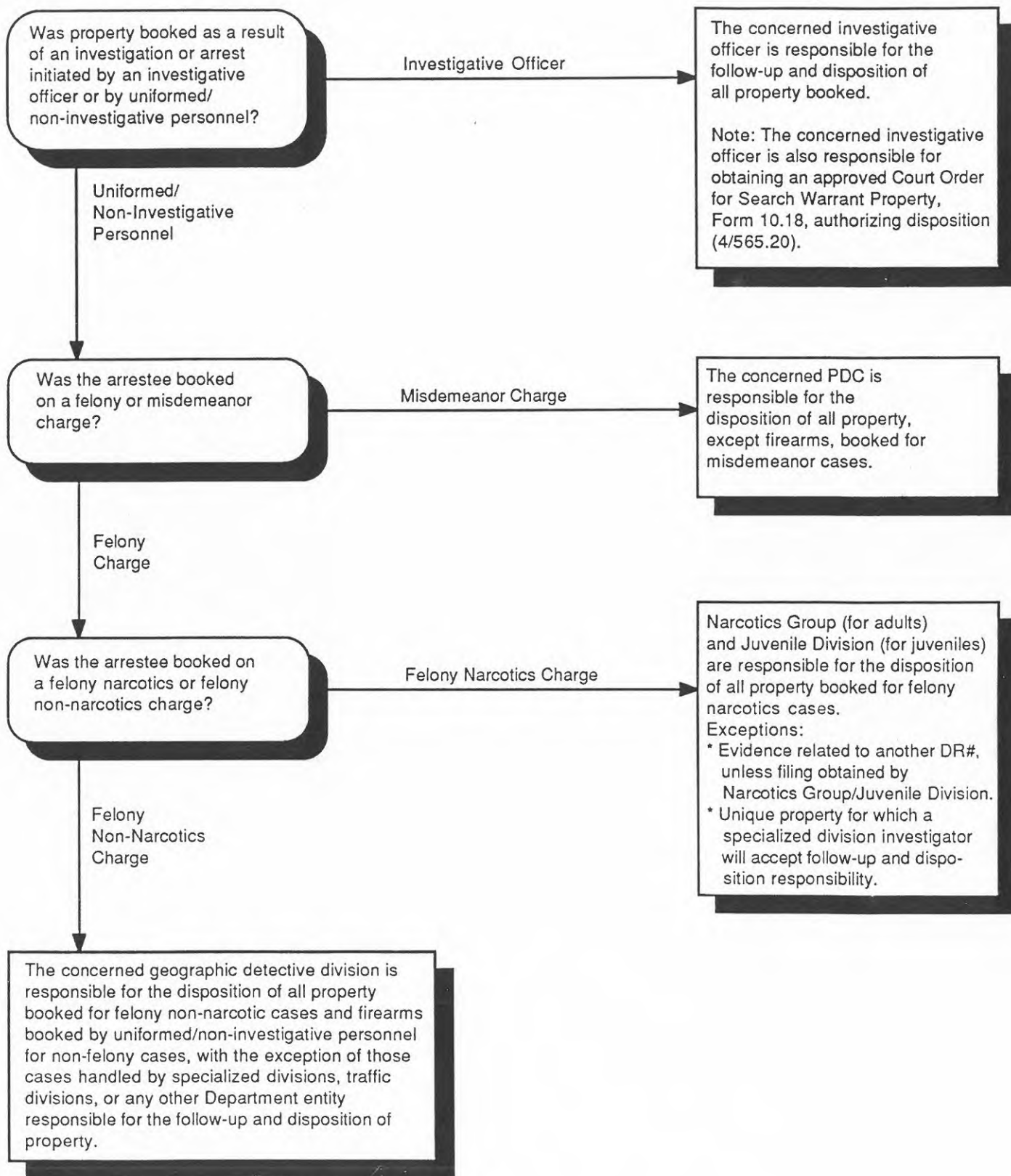
AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau, the Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

Charge-Based Evidence Disposition (550.12)



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MAY 19, 1991

SUBJECT: DEPARTMENT RETENTION AND USE OF CONTRABAND

PURPOSE: Currently, no procedure exists to retain seized contraband items for use by the Department for special purposes. Recent seizures of contraband items, which if retained would be of training or operational value, have prompted creation of this Order which delineates procedures for retention of selected contraband items, excluding narcotics.

PROCEDURE:

- I. **CONTRABAND - DEFINED.** Contraband items consist of goods or merchandise, possession of which is prohibited by law. Generally, items of contraband shall not be converted to Department use.

Note: Penal Code Section 12030(b) enables law enforcement agencies to retain confiscated firearms, normally subject to destruction, for use in carrying out the official duties of the agency. Therefore, firearms are not considered contraband subject to retention procedures.

- II. **CONVERSION OF CONTRABAND ITEMS TO DEPARTMENT USE.** Retention of contraband occurs rarely. Retention requires both the approval of the requesting employee's Office Director and a court order authorizing retention of the items.

- A. **Requesting Employee's Responsibilities.** Employees seeking retention of seized contraband items other than narcotics which would be of value to the Department for training or operational purposes shall contact their commanding officer for retention approval.

Upon approval by the appropriate Office Director, the employee requesting the contraband item shall obtain a court order authorizing retention through the Police and Fire Services Division, City Attorney's Office. Both the approved Form 15.2 and court order shall be provided to Property Division to obtain the item requested.

- B. **Commanding Officer's Responsibilities.** Commanding officers requesting retention of a contraband item shall submit a written request for retention on a

MAY 19, 1991

Form 15.2 to their Office Director via their bureau commanding officer. The Form 15.2 shall include a description of each item; DR Number; corresponding item number from the property report, if any; the intended application; and the benefits from its retention and use.

C. **Office Director's Responsibilities.** The Office Director reviewing a request to convert an item of contraband to Department use shall:

- * Review the request to ensure it is in the best interest of the Department.
- * Return approved or denied requests, via the respective bureau, to the originating commanding officer.

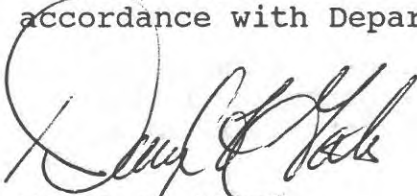
D. **Property Division's Responsibilities.** Upon receipt of the approved Form 15.2 with an attached court order authorizing retention, the Property Division Commanding Officer shall:

- * Verify the Form 15.2 is accompanied by a completed court order.
- * Cause a Property Receipt, Form 10.03, to be completed transferring control of the item to the requesting employee's division or Area.
- * Ensure that copies of the Form 15.2, court order, and Form 10.03 are forwarded to the Commanding Officer, Fiscal Support Bureau.

Note: The Commanding Officer, Property Division, shall follow procedures set forth in Manual Section 4/580.30 for items of property that qualify for entry into the Department's inventory system.

AMENDMENTS: This Order adds Sections 4/585, 4/585.10, and 4/585.15 to, and amends Section 4/580.10 of, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MAY 31, 1991

SUBJECT: COMBINED TRAFFIC COLLISION AND ARREST REPORT -
IMPLEMENTED

PURPOSE: Since July 1987, a pilot program has been underway within Valley Traffic Division wherein traffic related arrest reports have been combined with the Traffic Collision Report, Form 4.1, and the Traffic Collision Report Investigation, Form 4.2. The program has demonstrated that combining the traffic collision report with the arrest report results in a savings of time of approximately 50 percent in most cases. This Order implements the use of combined traffic collision and arrest report procedures.

PROCEDURE:

- I. TRAFFIC RELATED ARREST - DEFINED. A traffic related arrest is an arrest for which the follow-up investigation is the responsibility of Traffic Division Accident Investigation Follow-Up Sections (2/1115.05).
- II. REPORTING OFFICER - RESPONSIBILITIES. Officers conducting a Class I traffic collision investigation which results in a traffic related arrest shall combine the reporting of the incident. The combined traffic collision and arrest report shall consist of:
 - * An Arrest Report, Form 5.2;
 - * A Class I Traffic Collision Investigation, Forms 4.1 and 4.2; and if applicable,
 - * A Driving-Under-The-Influence (DUI) Arrest Report Continuation, Form 5.2.5.
- III. COMPLETION OF THE REPORT.
 - A. Arrest Report. All reports shall be completed in the usual manner except that the Arrest Report, Form 5.2, shall be modified as follows:
 - * "Combined Traffic Collision/Arrest Report" shall be written in the top right margin.
 - * The "Crime Report Box" shall be checked.
 - * In the "Victim's Name Box", the name of an injured person other than Party 1 shall be entered.

Note: If there are no injuries, the name of Party 2 shall be entered in the "Victim's Name Box".

 - * "See Traffic Collision Report" shall be written in the "Involved Persons Section".

- * The only entries in the "Combined Crime Report Section" shall be, "Traffic" in the "Type of Offense Box", and the appropriate information in the "Date and Time Crime Occurred Box".

The DUI Continuation, if used, shall bear the notation "See Traffic Collision Report" in the "Narrative Section".

- B. **Arrest Narrative.** The arrest narrative shall be written in the "Remarks" heading of the Traffic Collision Report. The circumstances of the arrest will be recorded in the usual manner including headings for:

- * Source of activity.
- * Observations.
- * Arrest.
- * Booking.
- * Evidence.
- * Additional Information.

- C. **Corrections.** Subsequent to the distribution of the report by the Area records unit, corrections shall be made on the Traffic Collision Report (Supplement), Form 4.5.

Exception: If the "Charge" indicated on the Arrest Report is to be changed, the Follow-Up Investigation, Form 3.14, shall be used.

- D. **Numbering Combined Traffic Collision and Arrest Report Pages.** The pages of the traffic collision and arrest portions of the combined traffic collision and arrest report shall be numbered separately.

A complete Class I traffic collision report shall be completed and pages numbered in the normal manner.

The arrest report pages shall be numbered as follows:

- * Arrest Report, Form 5.2 shall be numbered page 1.
- * When applicable, the Driving-Under-The Influence (DUI) Arrest Report Continuation, Form 5.2.5, shall be numbered pages 2 and 3.

Note: Any additional forms such as, the Mark IV GCI Check List, Form 5.20.5, the IR 3000 DFC Operator Checklist, Form 5.20.7, or forms associated with Administrative Per Se Order of Suspension shall be attached to the arrest pages and numbered consecutively.

- IV. SUPERVISOR - RESPONSIBILITIES. When the arrest is for a felony, a supervisor from the concerned traffic division shall approve the combined traffic collision and arrest report. When the arrest is for a misdemeanor, a supervisor from the Area of occurrence may approve the report.

Supervisors shall ensure that the combined traffic collision and arrest report is processed as specified in Department Manual Sections 5/4.1, 5/4.2, 5/5.1, and 5/5.2.

V. DISTRIBUTION.

Traffic Collision and Misdemeanor Arrest.

- 1 - Original traffic report - concerned traffic detectives.
- 1 - Original arrest report - MARS, Records and Identification Division.
- 1 - Copy of arrest report - concerned traffic detectives.
- 4 - Complete sets of the combined report - court liaison.
- 1 - Original arrest and copy of traffic when juvenile involved - Area juvenile detectives.

8 TOTAL

Traffic Collision and Felony Arrest.

- 1 - Original traffic report - concerned traffic detectives.
- 1 - Original arrest report - MARS, Records and Identification Division.
- 1 - Copy of arrest report - concerned traffic detectives.
- 6 - Complete sets of the combined report - traffic detectives.
- 1 - Original arrest and copy of traffic when juvenile involved - Area juvenile detectives.

10 TOTAL

AIFU - Distribution.

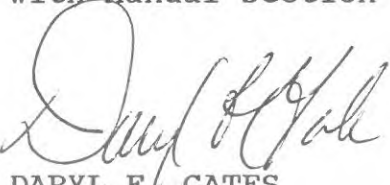
- 1 - Original traffic and copy of arrest - CMRS, Records and Identification Division.
- 1 - Complete set of the combined report - Department of Transportation.
- 1 - California Highway Patrol.
- 1 - Involved officer's commanding officer.
- 1 - Fleet Safety Coordinator - if Department employee involved.
- 1 - Civil Liability Division, City Attorney's Office - if City property involved.

MAY 31, 1991

- 1 - Department of Water and Power - if power pole involved.
- 2 - Motor Transport Division - if police vehicle involved.
- 1 - Medical Liaison - if a Department employee is injured.
- 1 - Department of Motor Vehicles - if DUI driver refuses to complete chemical test.

AMENDMENTS: This Order adds Sections 4/433, 4/433.05, 4/433.10, 4/433.15, 4/433.20, 5/5.2-16 and 5/5.2-84 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

JUNE 14, 1991

SUBJECT: DEPARTMENT RETENTION AND USE OF CONVERTIBLE PROPERTY - REVISED

PURPOSE: In the past, property convertible to Department use was limited to items used in ongoing investigations. The governing Los Angeles Municipal Code section has been amended recently to expand the scope of property the Department may retain for its use. This Order establishes procedures for obtaining Department-approved convertible property, such as computers, vehicles, or cellular phones; delineates shortened unclaimed property retention periods; and establishes the Convertible Property Committee. Additionally, this Order activates the Convertible Property Request, Form 10.09.

PROCEDURE:

I. CONVERTIBLE PROPERTY - DEFINED. Convertible property is property that comes into the custody of the Department for which title, after satisfaction of specified legal requirements, may pass to the Department for use in an official capacity. The following are categories of convertible property:

A. Unclaimed Property - Defined. Unclaimed property is any and all property booked into the custody of the Department and held for a specified period of time during which no claim or demand has been made nor owner located. Unclaimed items must no longer be required for use as evidence and shall have been authorized for disposition.

As required by law, unclaimed property shall be held for a minimum of 97 days, with the exception of unclaimed bicycles which may be held for a minimum of two months when transferred to designated organizations.

B. Forfeited Property - Defined. Forfeited property is property seized in connection with a narcotics-related arrest or investigation for which ownership has been transferred to the Department by appropriate State or federal authorities. Included are products involved in the manufacturing, transportation, storage, and marketing of controlled substances. All seized monies intended to be provided in exchange for a controlled substance, or proceeds traceable to such an exchange, may also be forfeited.

C. Judicially Awarded Property - Defined. Judicially awarded property is property other than that seized pursuant to asset forfeiture proceedings for which ownership has been transferred to the Department upon court order.

Note: Employees aware of the possible availability of property which is in the custody of a court and which is suitable for conversion for Department use may inform the concerned magistrate of the Department's property conversion program. If the magistrate chooses to award the property to the Department, the employee accepting the item shall return it to the property room from which it was withdrawn and notify Fiscal Support Bureau. If subsequently deemed suitable for retention, the Convertible Property Committee will include the item in its published list of items available for retention.

- II. EXAMINATION OF CONVERTIBLE PROPERTY.** An employee assigned to Fiscal Support Bureau will be responsible for liaising with Property Division, Narcotics Group, and other Department entities as required for the purpose of examining convertible property available for retention by the Department. When appropriate, the Commanding Officer, Fiscal Support Bureau, shall cause convertible property available for retention by the Department to be inspected by subject matter experts (e.g., cellular telephones by Communications Division, or computers by Information Resources Division). Such inspections should determine serviceability, compatibility with existing equipment or systems, and the ability of the Department to maintain the items.
- III. REQUESTING RETENTION OF CONVERTIBLE PROPERTY.** The following procedures shall apply when requesting retention of convertible property for official Department use. Fiscal Support Bureau will publish annually a list of standard convertible property which will be updated on an as-needed basis at the discretion of the Commanding Officer, Fiscal Support Bureau. Requests for items not appearing on the standard convertible property list shall be specifically identified by DR number, item number, and description from a related property report. Such requests will be considered by the Convertible Property Committee on a priority need basis.

Note: Property Division employees will be watchful for unique items of convertible property and advise the appropriate entity of their availability.

- IV. COMMANDING OFFICER'S RESPONSIBILITY - REVISED.** Commanding officers, upon determining that employees in their command will materially benefit in the course of their duties by acquisition of an item of converted property, may submit a Convertible Property Request, Form 10.09, to their bureau commanding officer. The Form 10.09 shall be submitted without exception when requesting any type of converted property item and shall include a description of each item, its intended application, and the benefits to be derived from its use.
- V. BUREAU COMMANDING OFFICER'S RESPONSIBILITY - REVISED.** A bureau commanding officer receiving a request for retention and issuance of specified converted property shall:

- * Review the request to ensure that it is in the best interests of the Department.
- * Forward approved requests to the Commanding Officer, Fiscal Support Bureau.
- * Return denied requests to the requestor.

VI. **COMMANDING OFFICER, FISCAL SUPPORT BUREAU, RESPONSIBILITY - REVISED.** The Commanding Officer, Fiscal Support Bureau, as Chairperson of the Convertible Property Committee, shall:

- * Retain each Convertible Property Request that is received.
- * Cause necessary research to be conducted for requests received.
- * Convene and chair meetings of the Convertible Property Committee, as appropriate.
- * In concert with other Convertible Property Committee members, determine by comparative need which requesting Department entity should receive requested property items.
- * Effect the issuance of converted property to the appropriate entity.
- * Publish at least annually the list of property available for conversion.
- * Prepare annually, and retain, a listing of property converted and the entities to which the items have been assigned.

VII. **CONVERTIBLE PROPERTY COMMITTEE.**

- A. **Responsibilities.** The Convertible Property Committee shall be responsible for determining which convertible property should be available for retention and which Department entity should receive converted property items.
- B. **Membership.** The Committee shall be comprised of:
- * The Commanding Officer, Fiscal Support Bureau, as Chairperson, and Office of Administrative Services representative.
 - * One commander from the Office of Operations, to be appointed by the Director, Office of Operations.
 - * One commander from the Office of Special Services, to be appointed by the Director, Office of Special Services.
- C. **Reviewing Officer.** The Director, Office of Administrative Services, shall be the Reviewing Officer and final approving authority for all matters pertinent to the intake, processing, and distribution of convertible property items.

VIII. **ISSUING CONVERTIBLE PROPERTY.** Upon approval of the Reviewing Officer, Convertible Property Committee, converted property may be issued using the following guidelines.

- A. **Property Division's Responsibility.** Upon receipt of distribution instructions for property being held by

Property Division, the Commanding Officer, Property Division, shall release converted property to Supply Division following standard procedures.

Exception: For those items issued for operations which require no Department identifying marks ("sting" operations, etc.), the Commanding Officer, Property Division, shall cause the items and a receipt to be delivered to the concerned bureau commanding officer. Accountability for inventorying and tracking of items not entered into the Computerized Equipment Inventory (CEI) System is assigned to the concerned bureau commanding officer upon receipt of the items. The original of the property receipt shall be retained at the bureau office, and a copy shall be retained by Property Division. The bureau commanding officer shall notify, via Intradepartmental Correspondence, Form 15.2, the Commanding Officer, Property Division, in the event of property disposition.

B. Supply Division's Responsibility. Upon receipt of the property and the property receipts from Property Division, the Commanding Officer, Supply Division, shall:

- * Cause the receiving employee to acknowledge receipt of the property by appropriate signature.
- * Forward the original signed receipt to Records and Identification Division for filing.
- * Enter the item into the CEI System.
- * Issue the item to the requesting division.
- * Maintain accurate issuance and control documents.

C. Motor Transport Division's Responsibility. Upon receipt of an approved request and a copy of the pertinent court order, City Council file (if applicable), or other appropriate correspondence certifying a vehicle for use by the Department, the Commanding Officer, Motor Transport Division, shall:

- * Inspect the vehicle for serviceability.
- * Issue the vehicle a shop number.
- * Service the vehicle as required.
- * Send correspondence to the Salvage Division, Department of General Services, advising that the vehicle has been assigned a shop number and explaining the circumstances under which the vehicle came to the Department.
- * Maintain the vehicle in accordance with established procedures.

IX. CONVERTIBLE PROPERTY NO LONGER NEEDED FOR POLICE USE. When items of converted property are no longer needed by the requestor, they shall be returned to Supply Division or Motor Transport Division for reissue, salvage, or destruction in accordance with established procedures for categories of converted property.

Note: Proceeds from items seized pursuant to asset forfeiture procedures shall be deposited into the Forfeited Assets Trust Fund.

X. CONVERTIBLE PROPERTY REQUEST, FORM 10.09 - ACTIVATED. To ensure the equitable distribution of converted property, the Convertible Property Request, Form 10.09, has been activated.

A. Use of Form. This form shall be used by employees to request an item of converted property for use in an official capacity.

B. Completion - General.

- * A separate form shall be completed for each item or related package grouping of converted property requested.
- * Forms must be submitted through channels to the Commanding Officer, Fiscal Support Bureau.

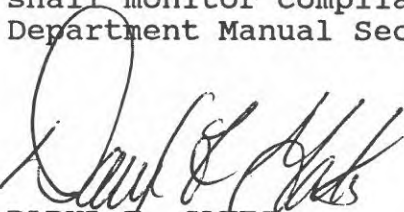
C. Distribution.

- 1 - Original, Fiscal Support Bureau.
- 1 - Commanding officer, requesting division.
- 2 - Total

FORMS AVAILABILITY: The Convertible Property Request, Form 10.09, is available at Supply Division.

AMENDMENTS: This Order amends Sections 4/580.10, 4/580.20, 4/580.22, 4/580.24, 4/580.26, 4/580.30, 4/580.40, and 5/10.03 of; adds Sections 2/093.80, 4/580.21, and 5/10.09 to; and deletes Section 4/570.15 from, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau, Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

AUGUST 16, 1991

SUBJECT: UNDETERMINED DEATH INVESTIGATIONS OF JUVENILES UNDER 11 YEARS OF AGE

PURPOSE: As specified in the Department Manual, Juvenile Division is responsible for conducting homicide investigations of children under 11 years of age when parents or guardians are suspects; however, it is each Area's responsibility to investigate all deaths resulting from undetermined causes in that same age group. At times, this policy has caused jurisdictional confusion and decreased the continuity of the investigations.

To ensure greater investigative continuity, this Order amends the Department Manual and assigns Juvenile Division the exclusive follow-up investigative responsibility for undetermined deaths (except traffic-related deaths) of children under 11 years of age.

PROCEDURE:

- I. **JUVENILE DIVISION FUNCTIONS - REVISED.** Juvenile Division is responsible for conducting follow-up investigations of undetermined deaths of juveniles under 11 years of age.

Exception: Traffic-related deaths.

- II. **DEATH INVESTIGATIONS OF JUVENILES UNDER 11 YEARS OF AGE.** Officers assigned a call involving the preliminary investigation of the death of a juvenile under 11 years of age shall contact Juvenile Division, Abused Child Unit, for expertise and advice.

Note: During non-business hours, patrol personnel shall contact Detective Headquarters Division (DHD).

Detective Headquarters Division, Field/Liaison Section is responsible for conducting preliminary investigations of undetermined deaths of juveniles under 11 years of age during non-business hours.

Exception: Area detective divisions within Operations-Valley Bureau (OVV) are responsible for conducting the preliminary investigations of undetermined deaths of juveniles under 11 years of age, which occur within OVB, during non-business hours.

AMENDMENT: This Order adds Section 4/238.17 to, and amends Sections 2/1047.08 and 2/1042.31 of, the Department Manual.

AUGUST 16, 1991

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the typed name.

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

AUGUST 30, 1991

SUBJECT: VEHICLE PURSUIT REPORTING PROCEDURES - REVISED

PURPOSE: To ensure uniform and timely reporting of all vehicle pursuits, this Order activates the Vehicle Pursuit Report, Form 1.14, and revises the time limits related to vehicle pursuit reporting. The Employee's Report, Form 15.7, entitled "Code 3 Pursuit Administrative Report," and the Intradepartmental Correspondence, Form 15.2, entitled "Vehicle Pursuit Evaluation Report," are obsolete. In addition, this Order revises the Required Administrative Notification of Pursuit and adds Communications Division responsibilities relating to pursuits.

PROCEDURE:

- I. VEHICLE PURSUIT REPORT - ACTIVATED. The Vehicle Pursuit Report, Form 1.14, is activated.

Use of Form. This form is used by supervisors from the pursuing officers' Area or division of assignment to report vehicle pursuits.

Exception: When the pursuit involves an incident which is the investigative responsibility of the Officer-Involved Shooting Section, Robbery-Homicide Division (RHD), the form shall be completed as directed by the Officer-in-Charge, Officer-Involved Shooting Section, RHD.

DR Number. The Vehicle Pursuit Report, Form 1.14, does not require a DR Number. However, if related reports are completed which require a DR number, that number shall be entered on the form. Related reports shall be attached to the Form 1.14 prior to distribution.

Distribution.

- 1 - Original, employee's commanding officer.
- 1 - Employee's bureau commanding officer.

2 - TOTAL

- II. REQUIRED ADMINISTRATIVE REVIEW OF VEHICLE PURSUIT - REVISED. The commanding officer from the Area or division to which the pursuing officers are assigned shall review, sign, and distribute the Vehicle Pursuit Report, Form 1.14, within five business days following the pursuit.
- III. BUREAU COMMANDING OFFICERS' RESPONSIBILITY - REVISED. When the commanding officer from the bureau to which the pursuing officers are assigned receives a Vehicle Pursuit Report, Form 1.14, it shall be reviewed and signed within 21 calendar days following the pursuit. A copy of the reviewed report shall be immediately forwarded to the Driver Training Unit, Training Division.

AUGUST 30, 1991

IV. COMMUNICATIONS DIVISION - RESPONSIBILITIES.

Communications Division shall be responsible for the following functions:

- * Generating a computer printout for each vehicle pursuit.
- * Forwarding the computer printouts to the Driver Training Unit, Training Division, daily.

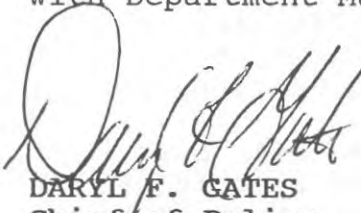
V. REQUIRED ADMINISTRATIVE NOTIFICATION OF PURSUIT - REVISED.

Only vehicle pursuits amounting to Unusual Incidents, as outlined in 4/214.50, require an administrative notification to Detective Headquarters Division.

FORM AVAILABILITY: The Vehicle Pursuit Report, Form 1.14, should be available at Supply Division 90 days after publication of this Order. Until the form is available, Area/division records units shall duplicate the attached exemplar, as needed.

AMENDMENTS: This Order amends Sections 1/555.15, 1/555.55, 1/555.60, 1/555.65, 1/555.70, 2/640.05, and 4/214.50 of, and adds Section 5/1.14 to, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

Attachment

DISTRIBUTION "A"

Los Angeles Police Department

VEHICLE PURSUIT REPORT

DR

DATE & TIME OF OCCURRENCE

DURATION
OF PURSUIT

TIME:

DISTANCE:

AIR
UNITAVAILABLE YES ☐ NO ☐
REQUESTED YES ☐ NO ☐
AIR _____ IN PURSUITT/A YES ☐
(SEE SUPV NO ☐
NARR.)

LOCATION PURSUIT ORIGINATED

RD

LOCATION PURSUIT TERMINATED

RD

INITIAL REASON FOR CONTACT

FELONY ☐MISDEMEANOR ☐TRAFFIC VIOLATION ☐OTHER ☐

PRIMARY UNIT

INITIALS, LAST NAME SERIAL NO. DIV/DETAIL

DRIVER

PASSENGER

YEAR

MAKE

MODEL

SHOP #

COLOR(S)

VEH. LIC. NO.

STATE

HIGHEST SPEED

____ MPH

BLACK & ☐

WHITE

DUAL ☐

PURPOSE

MOTOR ☐

CYCLE

OTHER ☐

SECONDARY UNIT

INITIALS, LAST NAME SERIAL NO. DIV/DETAIL

DRIVER

PASSENGER

YEAR

MAKE

MODEL

SHOP #

COLOR(S)

VEH. LIC. NO.

STATE

HIGHEST SPEED

____ MPH

BLACK & ☐

WHITE

DUAL ☐

PURPOSE

MOTOR ☐

CYCLE

OTHER ☐SUSP'S
VEHICLE

YEAR

MAKE

MODEL

TYPE

ARRESTEE
INFO

LAST NAME, FIRST, MIDDLE

DRIVER ☐PASSENGER ☐

COLOR(S)

VEH. LIC. NO.

STATE

HIGHEST SPEED

____ MPH

JUVENILE

YES ☐ NO ☐

CHARGE

BKG # / CITATION #

PURSUIT
DISPOSITION

PURSUIT DISCONTINUED

YES ☐NO ☐

(IF YES) BY WHO?

OFCR, SUPV, W/C, ETC.

ESCAPE OF SUSPECT

YES ☐

(IF YES) IN VEH

YES ☐ON FOOT YES ☐NO ☐NO ☐NO ☐NOTIFICATIONS/CONTACTS (E.G., NAME AND SER. # OF AIR SUPPORT DIVISION
OFFICER CONTACTED FOR ADDITIONAL UNITS IN PURSUIT AND AVAILABILITY)

RELATED REPORTS & DR # (LIST AND ATTACH)

SUPERVISORS NARRATIVE - INCLUDE: T/A SUMMARY (IF ANY), ADDITIONAL UNITS IN PURSUIT, HOSTAGE INFO (IF ANY), ROUTE OF PURSUIT, ADDITIONAL GEOGRAPHIC AREAS AND OUTSIDE JURISDICTIONS INVOLVED, CIRCUMSTANCE OF TERMINATION, AND INJURIES (HOW SUSTAINED).

USE CONTINUATION SHEET IF NECESSARY

SUPERVISOR AT SCENE

SERIAL #

W/C OR OIC APPROVING

SERIAL #

PATROL COMMANDING OFFICER

SERIAL #

AREA COMMANDING OFFICER

SERIAL #

IN POLICY YES ☐ NO ☐IN POLICY YES ☐ NO ☐

BUREAU COMMANDING OFFICER

SERIAL #

FINAL CLASSIFICATION
IN POLICY YES ☐ NO ☐

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

SEPTEMBER 6, 1991

SUBJECT: PACKAGING OF EVIDENCE - REVISED

PURPOSE: This Order establishes new procedures and new forms of evidence packaging to increase efficiency in the booking and storage of various types of evidence to be analyzed.

PROCEDURE:

- I. **CARTON PACKAGING - ESTABLISHED.** Corrugated cardboard carton packaging has been developed to aid in the booking of evidence to be analyzed. The seven different sizes of cartons range from approximately 11"x 5"x 2" to 24"x 18"x 24". Personnel shall consider cardboard carton packaging when the evidence is too large to fit into an envelope specified for storage of that type of evidence.

Note: Carton packaging that is used to hold analyzed evidence or other forms of non-analyzed evidence shall have the appropriate evidence envelope or evidence tag completed and secured to the outside of the carton.

- II. **HANDLING OF WORTHLESS DOCUMENTS - REVISED.** Each worthless document shall be placed into a Department-approved check protector, and then paper-clipped to the prescribed number of copies of the Worthless Document Report, Form 3.6.

- III. **ANALYZED EVIDENCE SEALS, FORM 10.12.7 - ESTABLISHED.** A new tamper-resistant Analyzed Evidence Seal, Form 10.12.7, has been developed to ensure the integrity of packaged evidence. All Department personnel booking evidence to be analyzed shall place the new Analyzed Evidence Seal completely across the flaps of the required evidence envelope and around the edges for approximately one-quarter inch on each side or along the seams of any carton used to hold the evidence to be analyzed.

Note: The older Analyzed Evidence Seals shall not be used for sealing evidence.

- IV. **PROCESSING NARCOTICS, TOLUENE, AND DANGEROUS DRUGS - REVISED.** When packaging small quantities of narcotics, other than plant material, officers shall:

* Place the narcotics into a ziplock "baggie";

SEPTEMBER 6, 1991

Note: Plastic ziplock "baggies" have been procured to replace coin envelopes for packaging small quantities of narcotics submitted to Scientific Investigation Division for analysis. Coin envelopes may still be used to hold loose coins and other small items of evidence.

- * Place the "baggie" into an Analyzed Evidence-Narcotics Envelope, Form 12.51.3;
- * Staple the flap shut as closely as possible to the lower edge using two staples on opposite sides of the flap; and
- * Place Analyzed Evidence Seals, Form 10.12.7, over each flap and the center seam.

Exception: Refer to Manual Section 4/540.72 for handling phencyclidine (PCP) and its analogs.

- V. **PACKAGING SYRINGES.** All syringes coming into Department custody, not in the original manufacturer's protective case, shall be placed into a Department-approved syringe tube.

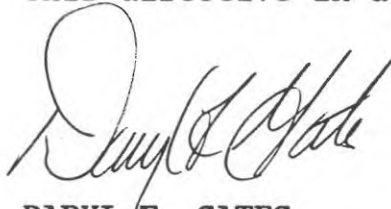
FORMS AVAILABILITY: The new Analyzed Evidence Seal, Form 10.12.7, is available at Supply Division. Supplies of the older version Analyzed Evidence Seals shall not be used for the sealing of evidence.

MATERIALS AVAILABILITY: These items are available at Supply Division by using the following order information:

Polypropylene Evidence Tubes (syringe tubes)	- Material Code No. 7690635; Issue Unit, "Each".
Check Protectors	- Material Code No. 8701182; Issue Unit, "Each".
Cardboard Cartons	- 11-5/8 x 5-5/8 x 2-5/16, 12 x 8-1/2 x 4-1/2, 14-1/2 x 9-3/4 x 6, 18 x 12 x 12, 24 x 18 x 12, 24 x 18 x 24, and 48 x 8 x 4; Issue Unit, "Each".

AMENDMENTS: This Order amends Sections 4/525.28, 4/535.05, 4/535.07, 4/535.45, and 4/540.70 of; and adds Section 5/10.12.7 to, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau and Support Services Bureau shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name and title.

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

OCTOBER 4, 1991

SUBJECT: REQUESTS FOR NON-INVESTIGATIVE TRAVEL - REVISED

PURPOSE: A review of non-investigative travel procedures revealed the need to amend current procedures governing travel authority requests for travel outside of the City limits. This Order revises Department procedures concerning such travel.

PROCEDURE:

- I. TRAVEL AUTHORITY FOR TRAVEL OUTSIDE OF THE CITY LIMITS FOR TRAINING PURPOSES OR SITUATIONS REQUIRING AN OVERNIGHT STAY. When Department personnel are required to travel out of the City limits for training purposes or situations requiring an overnight stay, a travel authority request shall be completed and forwarded through the appropriate channels to the Office of the Chief of Police at least 30 days prior to the date of departure.

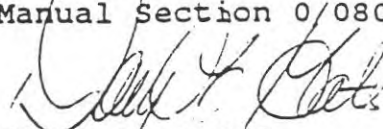
Exception: A travel authority is not required if an employee is travelling within the County, and has been assigned by a training order, and will not receive a reimbursement for expenses.

- II. REQUEST FOR TRAVEL REIMBURSED BY THE COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING (POST). A Request for travel that is reimbursable by the Commission on Peace Officer Standards and Training shall be forwarded on an Intradepartmental Correspondence, Form 15.02, from the requesting employee's commanding officer to the Commanding Officer, Training Division. Such requests shall be submitted 30 days prior (or as soon as the notice is received) to the date of departure, and must contain the course description as well as the justification for the employee's attendance. Training Division shall be responsible for forwarding the request for reimbursement to the Office of the Chief of Police.

Note: Failure to adhere to these procedures may result in a denial of the request or the Department's refusal to pay for a course which was attended without appropriate authorization.

AMENDMENTS: This Order adds Section 3/390.20 to, and amends Sections 3/390.49 of, the Department Manual.

AUDIT RESPONSIBILITY: Bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

OCTOBER 25, 1991

SUBJECT: UNLOADING FIREARMS FOR SCIENTIFIC EXAMINATION

PURPOSE: The increasing number of weapons taken into custody that are inherently unsafe, and recent potentially injurious incidents involving seized loaded firearms, necessitate cancellation of the practice of submitting loaded firearms for scientific analysis. This Order requires firearms to be unloaded prior to submission for analysis and requires examination and clearance by firearms examiners for hazardous weapons.

PROCEDURE:

I. PROCESSING FIREARMS HELD FOR LATENT PRINTS OR OTHER SCIENTIFIC EVIDENCE - REVISED.

Officer Booking Firearm - Responsibilities. Firearms to be examined for latent fingerprints or other scientific evidence shall be unloaded, safely and in a manner consistent with the preservation of evidence, and examined prior to booking.

Officers in possession of a firearm requiring examination for latent prints or other scientific evidence shall ensure that the firearm is unloaded and safe for handling.

Note: Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, Scientific Investigation Division (SID), for advice or response. Additionally, if physical evidence such as latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, SID shall be requested to respond for assistance. During off-hours and weekends, SID firearms examiners may be contacted for advice or response through Detective Headquarters Division.

II. HAZARDOUS WEAPONS HANDLING. In all cases, the Firearms Unit, SID, shall be contacted to examine and clear the following types of weapons prior to booking:

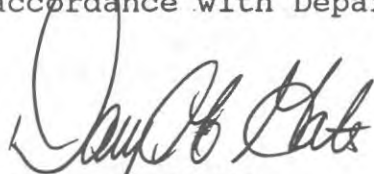
- * Muzzle loaders.
- * Cap-and-ball black powder weapons.
- * Jammed or inoperative weapons, including weapons with rounds that cannot be extracted.

OCTOBER 25, 1991

The name and serial number of the SID firearms examiner, along with the date and time a hazardous weapon was rendered safe for handling, shall be documented in the Property Report, Form 10.01. When possible, weapons shall be broken down or otherwise modified and packaged to allow easy visual examination and assurance they are unloaded. For firearms contaminated with diseased or infectious bodily fluids or for other specially packaged or sealed firearms, documentation of the clearing of weapons shall be included in the Property Report.

AMENDMENTS: This Order amends Sections 4/540.30 and 4/540.32 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

NOVEMBER 8, 1991

SUBJECT: SHORTENED RETENTION PERIOD FOR EXCESS PERSONAL PROPERTY

PURPOSE: Currently, unclaimed excess personal property received from prisoners in Department custody is stored in Property Division for one year, after which time it is auctioned or destroyed. Insect infestation and other health-related diseases associated with the property, as well as space constraints, necessitate a reduction of the retention period to three months. In addition to reducing the retention period, this Order modifies the Excess Personal Property Receipt, Form 10.08, to reflect the three-month retention period.

PROCEDURE:


- I. EXCESS PERSONAL PROPERTY RECEIPT, FORM 10.08 - REVISED.**
The Excess Personal Property Receipt, Form 10.08, has been revised to indicate a three-month retention period for unclaimed excess personal property. Department employees shall ensure that each prisoner in possession of property deemed to be excess personal property receives a copy of the completed Excess Personal Property Receipt.
- II. PROPERTY TAKEN FROM AN ARRESTEE - REVISED.** An arrestee's personal property which cannot be contained in a property package shall be packaged separately as excess personal property.

Note: Unclaimed excess personal property shall be held for three months from the date of release before disposal.

AMENDMENTS: This Order amends Section 4/645.20 of the Department Manual.

FORMS AVAILABILITY: The revised Form 10.08 will be available at Supply Division in 60 days. Officers booking excess personal property on the old Form 10.08 shall line-out "6 MOS." and replace it with "3 MOS."

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau and Support Services Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

NOVEMBER 15, 1991

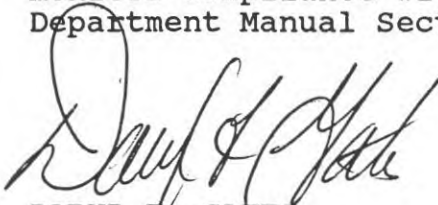
**SUBJECT: PROCEDURES FOR HANDLING CRIMES AGAINST POLICE
OFFICERS - REVISED**

PURPOSE: The Department has conducted pilot programs to determine the viability of Area detectives employing special procedures when investigating misdemeanor battery on a police officer (243(b) PC), disturbing the peace of a police officer (415 PC) and interfering (148 PC) arrests. During the pilot programs, these arrests were processed in the same manner that other misdemeanor arrests were handled, with no additional investigation required by Area detectives. The findings of these programs showed a significant savings of detective work hours, without a decrease in filing rates, and offered no logistical problems for the City Attorney's Office or courts. This Order revises procedures for processing these crimes.

PROCEDURE: Effective immediately, Department personnel shall process misdemeanor battery on a police officer (243(b) PC), disturbing the peace of a police officer (415 PC), and interfering (148 PC) arrests as regular misdemeanors, without special handling by Area detectives.

AMENDMENTS: This Order amends Sections 2/1112.02, 2/1125.01, 4/216.22, 4/702, 5/5.2 of, and deletes Sections 4/707 and 4/216.02 from, the Department Manual.

AUDIT RESPONSIBILITY: All bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

NOVEMBER 29, 1991

SUBJECT: DEPARTMENT POLICY ON DISASTER RESPONSE

PURPOSE: On September 15, 1989, Administrative Order No. 6, Emergency Preparedness for City Employees, was published. It delineated the City's Personnel Policy for Disaster Response as outlined in Mayor's Executive Directive No. 54. At that time, commanding officers were to ensure that each sworn, reserve, and civilian employee received and signed for a copy of the Administrative Order. The Police Department has an extraordinary duty to strictly adhere to a policy to ensure compliance with the Mayor's Directive. This Order establishes the Department's policy regarding disaster response.

POLICY:

Whenever a disaster occurs, the citizens of Los Angeles inevitably look to the Police Department and City government for assistance in mitigating its effects. Therefore, it is vital that all City employees be available to assist when a disaster occurs.

It is the policy of the Los Angeles Police Department that in the event of a disaster during normal working hours, all employees shall remain at work and make themselves available for disaster relief. No supervisor is authorized to release any employee from work in the event of a disaster, without the approval of the Chief of Police. Employees who leave without authorization shall be subject to discipline. During non-business hours, employees shall follow established mobilization plan procedures.

AMENDMENT: This Order adds Section 1/130.70 to the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

DECEMBER 6, 1991

SUBJECT: HAZING AND INITIATION ACTIVITIES

PURPOSE: To establish and define Department policy regarding the prohibition of hazing and related initiation activities.

POLICY: The Los Angeles Police Department recruits and selects only the most qualified applicants. Appointment to this Department is based on qualifications not requiring "rites of passage", such as hazing or initiation.

Since hazing is harassment by way of initiation, it is misconduct which violates Department policy and will not be tolerated. Hazing includes any activity related to initiation which causes, or is likely to cause, physical harm, personal degradation, ridicule, criticism, or mental anguish.


Hazing not only exposes the City, the Department, and involved employees to civil liability, but it also lowers morale, increases job stress, and negatively impacts the overall effectiveness of Department operations. Of utmost importance is that employees treat one another with respect and courtesy. Individual dignity is an integral part of the Department's management philosophy and must be practiced by everyone.

Employees shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and other members of the Department.

Department employees are expected to act in a manner that cultivates and maintains a healthy and productive environment.

Personnel who become aware of hazing/initiation activity by Department personnel shall take immediate action to stop the activity and report the incident.

AMENDMENT: This Order adds Section 1/275 to the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

DECEMBER 20, 1991

SUBJECT: LEGAL AFFAIRS DIVISION (LAD) - ACTIVATED.

PURPOSE: In order to better meet the legal needs of the Department, Legal Affairs Division has been established to combine various Department legal sections and units under one division.

PROCEDURE:

I. LEGAL AFFAIRS DIVISION - ACTIVATED. Legal Affairs Division (LAD) is activated under the Chief of Staff, Office of the Chief of Police, and shall consist of:

- * Office of the Commanding Officer.
- * Administrative Section.
- * Civil Litigation Section.
 - * Civil Liabilities Unit.
 - * Legal Education Unit.
- * Litigation Processing Section.
 - * Discovery Unit.
 - * Special Projects Unit.

A. General Functions. Legal Affairs Division is responsible for the following functions:

- * Standardizing Department-wide legal training.
- * Providing training information on criminal and civil law and search and seizure.
- * Responding to all requests for Department documents in Council matters, lawsuits, claims, and settlements.
- * Providing Department documents to outside entities in compliance with the Freedom of Information Act and the Public Records Act.
- * Providing advice to Department employees regarding civil liability.
- * Investigating civil claims or lawsuits against the City related to actions by Department employees, except in automobile-related liability matters.
- * Representing the Department in small claims actions against the Department.
- * Notifying an employee's commanding officer of the date of a scheduled duty-related civil trial involving the employee.
- * Monitoring lawsuits involving or of interest to the Department.
- * Accepting subpoenas, subpoenas duces tecum, pre-trial discovery motions, and court orders served on the Department and routing such processes to concerned divisions.

- * Forwarding all subpoenas received for officers and private persons to the concerned Divisions.
- * Maintaining liaison with the City Attorney's Office.
- * Coordinating the delivery of records and reports to court in response to court orders, and testifying to the confidential and protected status of such documents.
- * Recording and responding to the receipt of legal processes and coordinating court appearances to such processes.
- * Determining the confidential nature of items requested by legal processes and coordinating the activities concerning the production of the evidence or records in court.

Exception: The following entities shall receive and coordinate responses to legal processes relating to matters within their areas of responsibility.

- * Board of Police Commissioners.
 - * Property Claims Officer, Property Division.
 - * Narcotics Group.
 - * Administrative Vice Division.
 - * Detective Support Division.
 - * Organized Crime Intelligence Division.
 - * Anti-Terrorist Division.
-
- * Responding to inquiries concerning the effect of existing law and legal decisions on Department procedures.
 - * Researching, reviewing, and reporting on legislation, decisions, and City and District Attorney's opinions.
 - * Preparing and publishing periodic Legal Bulletins and notices pertaining to case and statute laws.
 - * Maintaining the Department's law library.
 - * Maintaining a master file of all motions and subpoenas duces tecum received.
 - * Maintaining the Department's legal processes log.

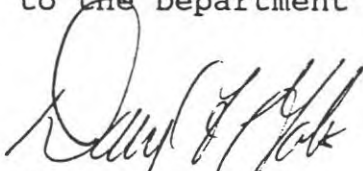
II. **TRANSFER OF SECTION AND UNIT RESPONSIBILITIES.** The following entities and their respective responsibilities have been transferred from the Office of Administrative Services to the Legal Affairs Division, under the Chief of Staff, Office of the Chief of Police:

- * Litigation Processing Section.
- * Discovery Unit.
- * Civil Liabilities Unit.
- * Legal Research Unit, Planning and Research Division.
- * Law Unit, Training Division.

NOTE: The responsibilities and line command of the Legal Research Unit and the Law Unit have been transferred to Legal Affairs Division; however, the units will physically remain at their current locations until further notice.

- III. **UNIT DESIGNATION.** The radio unit designation for LAD shall be 7I.
- IV. **CORRESPONDENCE REFERENCE NUMBER - DEACTIVATED.** The Correspondence Reference Number for Litigation Processing Section, 1.3.1, has been deactivated.
- V. **CORRESPONDENCE REFERENCE NUMBER - ACTIVATED.** Legal Affairs Division is assigned Correspondence Reference Number 1.1.9. Official correspondence addressed to, or initiated by, LAD shall bear the assigned reference number.

AMENDMENTS: This Order amends Sections 2/062, 2/064, 2/208, 2/213, 2/301, 2/680.10, 2/680.15, 2/680.20, 3/210.63, 3/218.30, 3/218.60, 3/425.10, 3/425.20, 3/425.30, 3/780.40, 3/782.10, 3/782.20, 3/782.25, 3/782.30, 3/783, 5/030.50, and 5/080.96 of; and deletes Sections 2/307.12, 2/320 from; and adds Section 2/215 to the Department Manual.



DARYL F. GATES
Chief of Police